

Questionnaire and Qualifications

The following information must be provided (in writing) in the application, and must be numbered and titled in the application as follows. Items instruct applicants in the length of responses and the maximum points given to each item for the evaluation. The total number of pages for the application should not exceed sixteen (16) pages. This page limit does not include the Contractor Intake form and letters of reference or resumes which may be attached. Applications with responses in excess of the maximum number of pages allowed may be rejected.

I. General Information:

- A. Name, address, telephone/fax numbers and e-mail addresses of applicant.
- B. Type of entity: private or non-profit organizations, etc.
- C. Contact person for applicant.

Limit response for item "I" to one page

II. Describe direct services currently provided. Be sure to include:

- A. Type of clientele, population or groups served;
- B. Experience working with youth at risk / youthful offenders;
- C. Experience working with youth with mental health and substance abuse issues;
- D. Experience working with youth and families with complex needs;
- E. Experience providing in home family and community based interventions;
- F. Experience collaborating or working with criminal justice agencies;
- G. Length of experience in all of the above (bidder must have at least two years of experience in working with families to be eligible under this RFP).

Limit response for item "II" to one page

Maximum points: 10

III. Describe your experience in participating in research based clinical models, including any program development/data gathering/ outcomes and implementation experience in these models.

Limit response for item "III" to one page

Maximum points: 5

IV. Describe how you would work with the Juvenile Rehabilitation Administration (JRA) and the juvenile justice system which requires:

- A. Collaboration with JRA residential case managers, community case managers;
- B. Collaboration with county courts, detentions, probation officers; and
- C. That the treatment of youth and family be balanced with the need for community safety and youth accountability for anti-social behavior.

Limit response for item "IV" to one page

Maximum points: 5

V. Describe how you would implement the Family Integrated Transitions (FIT) treatment model within your organization and community. Be sure to include:

- A. Which counties would you serve? The program staff should be located so that the youth's family may be reached within a reasonable driving distance.

- B. How do you plan to implement the Family Integrated Transitions treatment model to juvenile offenders and their families?
- C. How do you plan to develop the required team of providers that would include on staff with the agency a .5 clinical supervisor and 2-3 full time therapists? Once the team members are in place, how would you promote a high level of team building and partnership to ensure the greatest opportunity for program success?
- D. How would your team engage and motivate offenders and their families to continuously involve themselves in current and long-term treatment and appropriate rehabilitative activities?
- E. How do you plan to provide culturally appropriate services to JRA clients and would you be able to provide bilingual services? If yes, which languages?
- F. How would you access timely psychiatric care for youth if needed?
- G. What is your current organizational and operational structure; how will it support a team of clinicians providing an evidence-based practice?

*Limit response for all of item "V" (A through G) to five pages. **Maximum points: 45***

- VI. **Budget:** The program is currently provided by an experienced provider in King and Snohomish counties with the same population of juvenile offenders with a .5 clinical supervisor and three therapists for \$21,412/month. Taking into consideration the specific requirements of the FIT model, address the following budgetary questions:

- A. What is your proposed cost for this entire service?
- B. Describe how you reached the proposed cost for this service. Attach proposed budget page, which includes salary and benefits for each employee.
- C. What start up costs do you anticipate? Start up activities include:
 - (1) An initial agency visit with the model consultant and JRA contract administrator at your agency;
 - (2) A five-day training on the FIT model in Tacoma or Seattle, WA provided by the University of Washington and the JRA;
 - (3) Visits to 4 JRA institutions, 2 Western WA community facilities, and one regional office for orientation.

Limit response for item "VI" to two pages

Maximum points: 20

- VII. **Provide names of at least three (3) references** to be contacted regarding the applicant's qualifications and performance in currently providing direct services and applicant's qualifications to provide the proposed funded services to juvenile offenders.

Maximum points: 15

- VIII. Complete the Contractor's Bidder Information, Certifications & Assurances Form (attached as Exhibit D).

No Points